

POLICY STATEMENT

Effective: January 13, 1992
Responsible Office:
Information Systems
Topic No: 000-325-003-b
Reference: 282.004 FS

RESPONSIBILITIES

INFORMATION SYSTEMS ROLES AND

PURPOSE OF THIS POLICY STATEMENT

Information system development and management is an iterative process that must include active involvement and strong commitment from all parties: management, DOT Offices that use information technology and the Office of Information Systems (OIS).

The purpose of this policy statement is to assure that the Department of Transportation has:

- 1) the best Information Resource Management systems possible to support our business and strategic goals;
- 2) Department personnel who are informed of, competent in, and capable of using information resource technology to the greatest extent possible to enhance organizational effectiveness and efficiency; and
- 3) the technological capacity to develop, maintain and support our information systems goals and objectives.

It is the policy of this Department to develop and maintain information technology expertise by means of a comprehensive training program. When filling vacancies, managers should seek to fill positions with individuals that have information technology experience in addition to their specific job skills. These individuals shall work in conjunction with personnel from the Office of Information Systems to develop automated solutions to the Department's business problems.

OFFICE OF INFORMATION SYSTEMS RESPONSIBILITIES AND ROLES

The Office of Information Systems shall be responsible for:

- 1) administration of the Department's information resource management and communications programs;

Note: This document was reviewed as part of preliminary survey, audit step B1. It is available from the Department's Forms and Procedures Office. This document was in effect beginning January 13, 1992. Evidence of our review of this document can be found on pages D3.20-D3.21. Results and Conclusions of the review are summarized on pages D3.3 and D3.7.